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SUBJECT; (Optional)					
			EXTENSION	FBIS-0382/86	
Director, Foreign Broadcas Information Service	it 🦠		1 · · · · · · · · · · · · · · · · · · ·	1 December 1986	
TO: (Officer designation, room number, and building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from to wham. Draw a line across column after each con	whom ament.)
Deputy Director for Science and Technology Room 6E45 - Headquarters					
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3. Inspector General Room 6E18 Headquarters			7		
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FORM 610 USE PREVIOUS EDITIONS

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FBIS-0382/86 1 December 1986

	MEMORANDUM FOR:	Inspector General
	VIA:	Deputy Director for Science and Technology
25X1	FROM:	Director, Foreign Broadcast Information Service
25X1	SUBJECT:	Audit Report on FBIS
25X1	REFERENCE:	Memo fm Deputy IG for Audit dtd 16 Oct 86, Subj: Report of Audit of FBIS - 1 Jun 83 - 30 Jun 86
	Recommendat processing backl	ion No. 1: Take action to eliminate the B&F office og, including temporary assignment of FBIS personnel to
25 X 1	backlog of burea accountings has time. With the is now at full s	Several steps have been taken to eliminate the current u accountings. A Wang program designed to process bureau been implemented and has significantly reduced processing 11 October arrival of a full-time Finance Assistant, B&F strength. The number of unprocessed accountings has been with 10 bureaus in a current status. B&F expects to be
	Recommendat expenditures and	ion No. 2: Advise bureaus of adjustments to reported obligations.
25 X 1	obligations adju accordance with accounting is pr FAN, the bureau ment to the bure present assistin	B&F has implemented stricter controls over bureau stments. Funds will be obligated each month in the bureau Financial Status Report (FSR). When a bureau ocessed, if a bureau voucher reflects the wrong SOC or will be notified by wire to make the appropriate adjustau expense obligation records. In addition, B&F is at g several bureaus to standardize obligation and expense nd ensure valid finance records.
25 X 1		

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25X1	SUBJECT: Audit Report on FBIS
	Recommendation No. 3: Ensure that designations and revocations of authority are current.
25X1	RESPONSE: Delegations and revocations for approving authority have been reviewed and updated. The file now shows that all appropriate officers in FBIS have the required authorities and that all outdated authorities have been rescinded.
	Recommendation No. 4: Strengthen control over the review and input of payroll data for JPRS contractors.
25X1	RESPONSE: Personnel shortages have resulted in a GS-6 clerical handling most of the day-to-day JPRS financial transactions, including verification of contractor billings. While senior office staff oversee her work and authorize office payment to the contractors, they cannot double check all her work. JPRS is now working on an in-house, computerized system to track contract work and calculate payments automatically. If successful, this system should greatly reduce the number of human errors at JPRS and provide the means to fully automate the entire contractor payroll system by giving the data to the Office of Finance in electronic form. Such a system would eliminate the need for keying in the data at OF, thus eliminating the keypunching errors at that office.
25 X 1	Recommendation No. 5: Maintain accountable (JPRS) property in accordance with the provisions of
	RESPONSE: Final responsibility for JPRS property accounting and training resides with the FBIS Logistics Branch, and they have now located the bulk of the misplaced documentation supporting property acquisitions for JPRS account #4402. The Chief, Logistics Branch has
25 X 1	trained the JPRS accountable officer in property record keeping procedures in conformity with and will periodically review JPRS' records to ensure proper procedures are being followed. When FBIS moves to Reston in the spring of 1987, JPRS will be collocated with the
25X1	rest of FBIS and the FBIS Logistics Branch will then absorb account #4402.

25 X 1	SUBJECT: Audit Report on FBIS	
25X1	over video films as required by RESPONSE: FBIS has a des requests are channeled through	signated video tape control officer and her. The unaccounted for tapes have been
25 X 1	Source" that were sent to FBIS	a tape entitled "Television: A New Overt of field bureaus. OIR has them listed on been on a one-year loan. FBIS assumed they ords were kept on them.
25X1		
	Attachment: Reference	
25X1	C/E&PS/DS&T	(1Dec86)
	Distribution: Original - Addressee w/att.	-

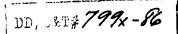
1 - D/FBIS Chrono w/att.

1 - FBIS Registry wo/att.1 - Circulation Copy wo/att.

1 - IG File w/att.1 - E&PS Chrono w/att.1 - C/FBIS Admin w/att.

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16 October 1986

	MEMORANDUM FOR:	Director, Foreign Broadcast Information Service
	VIA:	Inspector General
25X1	FROM:	Deputy Inspector General for Audit
	SUBJECT:	Report of Audit of Foreign Broadcast Information Service 1 June 1983 - 30 June 1986
	l. Subject r advise of action	eport is attached for your review. Please taken on the recommendations.
	We apprec by FBIS personnel	iate the cooperation and assistance extended during the audit.
25X1		
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	Attachment: As Stated	
	Distribution: Orig - D/FBIS 1 - DDS&T 1 - O/Compt/B 1 - D/OF	MG
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